Fall Certificated Staff Accounting

Local ID: 05-09-009   Collection Set: Effective: 6/25/2009

Abstract: All certificated employees employed by the district as of October 1 must be included in this report. This report is updated annually and is due to the Department of Education & Early Development by October 15 of each year. Teachers teaching core content areas that are hired later and not included in this report should be included in the April 1 spring data collection.

Information provided in this report is included in the No Child Left Behind report and Consolidated State Performance Report to the U.S. Department of Education. (AS 14.50.080) The data is also used in many statistical reports, including the Alaska's Public School Districts' Report Card to the Public, the federal Common Core of Data, the federal Special Education Personnel report, cross checks with teacher certification, requests from the legislature (SB241 and SB133) and other special requests from state agencies.

Employees' identities not matching to the PFD database or to the Teacher Certification database will require correction. If correction is not possible, verification by a district representative and a signature page signed by the superintendent verifying the district's certificated data will be required by fax or e-mail. After all errors are corrected any warnings on the Validation Summary Report will need to be certified that file is accurate by a district representative through SRM.

Privacy: Individual Data-Restricted   Required: Required   Periodicity: October 1 snapshot   Expiration:

Office: Assessment

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐

Version: 1

Item Details: Fall Certificated Staff Accounting

Sect	#	Item Name / Field Name / Definition	Repeatable	Type / Option Set	Length	Precision	Min / Max / Element	Required	Format	Effective / Expiration
1	1	**District Number** DistrictID *This is the district's unique state ID number*	☐	Number District ID (External)	2		/	Required	99	8/11/2009
1	2	**School Number** SchoolID *This is the district's unique school code as assigned by EED. If a staff member works at more than one school, list them in each appropriate school with the corresponding FTE (his/her total FTE may not be greater than 100).*	☐	Number School ID (External)	6		/	Required	999999	8/11/2009
1	3	**Last Name** LastName *This is the employee last name. This should match the last name submitted to the PFD or Teacher Certification. Remove all commas, asterisks and parentheses. Dashes are permissible.*	☐	Text	35		/	Required		8/11/2009

1 4	**First Name**	☐	Text	35	/	Required		8/11/2009

FirstName

This is the employee first name. Remove all commas, asterisks and parentheses.

1 5	**Middle Name**	☐	Text	35	/	Optional		8/11/2009

MiddleName

This is the employee middle name or middle initial. Remove all commas, asterisks, and parentheses.

1 6	**SSN**	☐	Number	9	/	Required	999999999	8/5/2014

SSN

This is the employees' social security number. This should match the SSN submitted to Teacher Certification. No dashes.

1 7	**Alaska Teacher Identification Number**	☐	Number	6	/	Optional	NNNNNN	7/1/2011

ATI

In an effort to increase the protection of personal identification information, the Department of Education and Early Development is beginning to transition from the use of social security numbers to unique teacher identifiers for certified staff.

All Alaska certified teachers, administrators, and special service providers have been ssigned unique numbers or Alaska Teacher Identifiers (ATI) by the Teacher Certification Office. Newly certified individuals will be assigned unique ATI's at the time of application for Alaska certification. The ATI will remain with the individual throughout their teaching career in the State of Alaska.

1 8	**Birth Date**	☐	Date	10	/	Required	MM/DD/YY or MM/DD/YYYY	8/11/2009

BirthDate

This is the employee's date of birth. This should match the date of birth submitted to the PFD or Teacher Certification.

1 9	**Gender**	☐	Option Set	1	/	Required	X	8/11/2009

Gender

Gender

The staff member's gender: M or F

1 10	**Race**	☐	Option Set	1	/	Required	X	8/11/2009

Race

Race or Ethnicity

The staff member's race/ethnicity

1 11	**Highest Degree**	☐	Option Set	1	/	Required	X	8/11/2009

HighestDegree

Education Degree

The highest degree earned

| 1 | 12 | **Limited Certificate** | ☐ | Option Set | 1 | / | Required | X | 9/18/2009 |

LimitedCertificate

Yes-No-NA

This is required for all employees but is mainly used to identify if an individual is teaching under a Limited Certificate (Type M) issued by the Teacher Certification Unit of the Alaska Department of Education and Early Development.

- - - - - - - - - -

| 1 | 13 | **ESL Teacher Endorsement** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

ESLEndorsement

ESL Endorsement Category

This is required for all employees but is mainly used to identify ESL teacher endorsements; teachers with a job code of 31 (English as Second Language Teacher) or a teacher assignment code of 15 (ESL language instruction or support).

- - - - - - - - - -

| 1 | 14 | **SPED Teacher Endorsement** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

SPEDEndorsement

Yes-No-NA

This is required for all employees but is mainly used for Special Education (SPED) teachers; teachers with job code 21.
Note:
Consultative SPED teachers are Highly Qualified under IDEA if they are endorsed in Special Education.

- - - - - - - - - -

| 1 | 15 | **Salary** | ☐ | Number | 6 | 1000 / 300000 | Required | 999999 | 8/11/2009 |

Salary

This is the basic contract salary. If the individual has several FTEs, report the same full salary for each entry. Do not include additional pay for extra days, coaching etc. Report whole dollar amounts only.

- - - - - - - - - -

| 1 | 16 | **Years of Experience** | ☐ | Number | 2 | / | Required | 99 | 8/11/2009 |

YearsExperience

This is the number of years of experience the staff member has in his/her current job class. If a teacher, years of experience should reflect total years of experience as any kind of teacher job code.

- - - - - - - - - -

| 1 | 17 | **Job Code** | ☐ | Option Set | 2 | / | Required | 99 | 8/11/2009 |

JobCode

Job Description Codes

This is the appropriate job from the Job Description Codes listed on pages 14-20. If a staff member has more than one job responsibility, include all appropriate job codes and the corresponding FTE. If you are using job codes for: Curriculum Specialist (10), Remedial Specialist (13), Head Teacher (14), Classroom Teacher (15), Visiting or Itinerant Teacher (16), Special Education Teacher (21), ESL Teacher (31), On-site Supervising Teacher (40) or Correspondence Teacher (41), you must include a teacher assignment code from the Teacher Assignment List. Please remember, certified nurses should be included on this report using job code 20. Classified nurses should be included in the Paraprofessional and Classified Staff Report.
Notes:
• All personnel who teach core area subjects must be coded with a teacher job code (13, 14, 15, 16, 21, 31, 40 or 41) with the corresponding FTE.
• Due to NCLB and CSPR reporting requirements, all teacher job codes with a core assignment must be reported associated with a school, not a district office.

- - - - - - - - - -

| 1 18 | **Same Job** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

SameJob

Yes No

This asks the question, did this person work in the same job code, at the same school site last year? If they were a teacher last year and a principal this year, answer N(o). If s/he was a teacher both years, but changed school, answer N(o). If s/he was a teacher at the same site both years, but changed teacher assignment code, answer Y(es).

| 1 19 | **Date of Hire** | ☐ | Date | 10 | / | Conditional | MM/DD/YY or MM/DD/YYYY | 8/11/2009 |

HireDate

This is the first date of hire by district for all teachers and curriculum specialists (Curriculum Specialist (10), Remedial Specialist (13), Head Teacher (14), Classroom Teacher (15), Visiting or Itinerant Teacher (16) Special Education Teacher (21), ESL Teacher (31), On-site Supervising Teacher (40), Correspondence Teacher (41)).
Note: If a teacher had been on a leave of absence and has returned to their position, use the date the teacher was employed by district prior to the leave of absence as the date of hire.

| 1 20 | **New To District** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

NewToDistrict

Yes No

This asks the question, is this person a new employee to this district?

| 1 21 | **New to State** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

NewToState

Yes No

This asks the question, did this person work exclusively in another state or country last year?

| 1 22 | **New to Profession** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

NewToProfession

Yes No

This asks the question, is this person new to his/her profession as defined by his/her Job Code? (This does not mean new to Assignment Code) If s/he is a teacher and last year was a teacher in another school or district or state, answer N(o). If a teacher last year had any type of teacher job code (13, 14, 15, 16, 21, 31, 40 or 41) and still has any one of the teacher job codes this year, new to profession answer is still N(o). If s/he is a principal this year and last year was a teacher in any school or district or state, then answer Y(es).

| 1 23 | **Long Term Substitute** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

LongTermSub

Yes-No-NA

This asks the question, is this teacher a long-term substitute for more than 19 consecutive days? Y(es) or N(o) required for all teachers (job codes: 13, 14, 15, 16, 21, 31, 40 or 41).

| 1 24 | **Assignment Code** | ☐ | Option Set | 3 | / | Required | XXX | 8/11/2009 |

Assignment

Teacher Assignment Code

This is the appropriate assignment from the Teacher Assignment Codes listed on pages 21-23. This is required for all employees but is mainly used for individuals having job codes of 10 (curriculum specialist) 13, 14, 15, 16, 21, 31, 40 and 41 (teachers). If individual is not a curriculum specialist or is not a teacher use assignment code 0.

| 1 25 | **Number of Classes** | ☐ | Number | 3 | / | Required | 999 | 8/11/2009 |

NumberOfClasses

This is the number of classes taught. Required for all employees but is mainly used for individuals having job codes of 13, 14, 15, 16, 21, 31, 40 and 41 (teachers). If individual is not a teacher, report 0 for number of classes (including curriculum specialists). Fractions of a class taught will not be accepted.
Note: Report the number of classes taught based on what is being taught for this school year. If a class is taught to different cohorts of students during different semesters, count that as 2 classes

- -

| 1 26 | **Highly Qualified** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

HighlyQualified   Yes-No-NA

This is required for all employees but is mainly used for employees having job codes of 13, 14, 15, 16, 21, 31, 40, 41 (teachers) teaching teacher assignment codes that are considered core areas in NCLB. Indicate if the teacher is Highly Qualified in each core area that s/he teaches or supervises by reporting Y(es) or N(o) and report X for non-teachers or teachers with teacher assignment codes that are not core areas.

- -

| 1 27 | **Highly Qualified Method** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

HQMethod   HQT Method

This is required for all employees but is mainly used for individuals reported as Highly Qualified having job codes of 13, 14, 15, 16, 21, 31, 40, 41 (teachers) and Teacher Assignment Codes that are considered Core Areas in NCLB.

- -

| 1 28 | **Not Highly Qualified Reason** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

NotHQReason   Not HQT Reason

This is required for all employees but is mainly used for individuals reported as Not Highly Qualified having job codes of 13, 14, 15, 16, 21, 31, 40, 41 (teachers) and Teacher Assignment Codes that are considered Core Areas in NCLB.

- -

| 1 29 | **Not Highly Qualified Plan** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

NotHQPlan   Not HQT Corrective

This is required for all employees but is mainly used for individuals reported as Not Highly Qualified having job codes of 13, 14, 15, 16, 21, 31, 40, 41 (teachers) and Teacher Assignment Codes that are considered Core Areas in NCLB or Special Education under IDEA. Indicate the plan by which this teacher will become Highly Qualified.

- -

| 1 30 | **Hired for SPED** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

HiredForSPED   Yes-No-NA

This field will be used for following job codes: Counselors (11), Nurses (20), Psychologists (24), Speech Therapists (26), Physical Therapists (27), Occupational Therapists (28), Audiologists (29), Recreational Therapists (30), and Orientation and Mobility Specialists (33) to determine if this person was employed or contracted to provide special education and related services. Report an 'X' if the employee does not work in any of the job codes listed above. If the employee just happens to provide some services to special education students, report N(o). If the employee was specifically employed or contracted to provide special education and related services and just happens to have non-special education students in his/her class, report Y(es).

- -

| 1 31 | **Lowest Grade** | ☐ | Option Set | 2 | / | Conditional | XX | 8/11/2009 |

LowestGrade

Grade Level Taught

This is the lowest grade taught (or responsible for) for the following job codes: Principal (3), Assistant Principal (4), Curriculum Specialist (10), Counselor (11), Remedial Specialist (13), Head Teacher (14), Classroom Teacher (15), and Visiting or Itinerant Teacher (16), Special Education Teacher (21), ESL Teacher (31), On-site Supervising Teacher (40) or Correspondence Teachers (41).

| 1 32 | **Highest Grade** | ☐ | Option Set | 2 | / | Conditional | XX | 8/11/2009 |

HighestGrade

Grade Level Taught

This is the highest grade taught (or responsible for) for the following job codes: Principal (3), Assistant Principal (4), Curriculum Specialist (10), Counselor (11), Remedial Specialist (13), Head Teacher (14), Classroom Teacher (15), and Visiting or Itinerant Teacher (16), Special Education Teacher (21), ESL Teacher (31), On-site Supervising Teacher (40) or Correspondence Teachers (41).

| 1 33 | **FTE** | ☐ | Number | 3 | / | Required | 999 | 8/11/2009 |

FTE

This is the FTE for each job code and teacher assignment reported in whole numbers. The total FTE for each individual cannot exceed 100. An FTE of 100 is a full time staff member and an FTE of 50 is a half-time staff. The total FTE for this Certificated Staff Accounting plus the Classified/Paraprofessional Staff ccounting should equal your total payroll FTE.

| 1 34 | **Federally Funded FTE** | ☐ | Option Set | 1 | / | Required | X | 8/11/2009 |

FederallyFundedFTE

Federal Program Source

This is the federal funding source, if applicable, for the FTE for this position:
Note:
If part of the FTE for the position is funded through one of these programs and part is not, report each FTE funded portion separately.

| 1 35 | **Year** | ☐ | Fixed Text | 4 | / | Required | 2016 | 8/11/2009 |

Year

The current Fiscal Year: 2016

Option Set Details Fall Certificated Staff Accounting

Education Degree

Code	Description	Definition
0	No degree	
1	Associate	
2	Bachelor	
3	Master	
4	Education Specialist	
5	Doctorate	

ESL Endorsement Category

Code	Description	Definition
1	ESL (English as a Second Language)	*ESL (English as a Second Language), Teacher of English to Speakers of Other Languages (TESOL), or Teachers of English Language Learners (TELL).*
2	BE (Bilingual Education)	*BE (Bilingual Education)*
3	CC (Endorsed in content)	*CC (Endorsed in content: has had at least 3 credit hours of coursework or the equivalent hours of professional development in ESL or BE)*
4	Both (ESL, TESOL, or TELL, and BE)	*Both (ESL, TESOL, or TELL, and BE)*
5	Not endorsed for ESL, TESOL, TELL or BE	*Not endorsed for ESL, TESOL, TELL or BE*
X	Not English as Second Language Teacher	*Not English as Second Language Teacher or not a teacher with assignment code of 15*

Federal Program Source

Code	Description	Definition
1	Title I-A, targeted assistance program	*Title I-A, targeted assistance program (do not include positions funded in a Title I-A Schoolwide program)*
2	Title II-A, teacher & principal training & class-size reduction	*Title II-A, teacher & principal training & class-size reduction*
3	Title III-A, LEP	*Title III-A, language instruction for limited English proficient students*
4	Title I-C, Migrant	*Title I-C, services to migrant education students or program*
X	Not funded by one of the above federal sources	

Gender

Code	Description	Definition
M	Male	*Man or Boy*
F	Female	*Woman or Girl*

Grade Level Taught

Code	Description	*Definition*
PK	Pre-Kindergarten	
KG	Kindergarden	
1	First Grade	
2	Second Grade	
3	Third Grade	
4	Fourth Grade	
5	Fifth grade	
6	Sixth Grade	
7	Seventh Grade	
8	Eighth Grade	
9	Ninth Grade	
10	Tenth Grade	
11	Eleventh Grade	
12	Twelfth Grade	

HQT Method

Code	Description	*Definition*
1	Major OR Equivalent in Academic Area	
2	PRAXIS II or other content area exam	
3	Advanced Degree in Academic Area	
4	HOUSSE (includes elementary national board certification)	
5	Designated HQ by another state	
6	National Board Certification in Academic Area (secondary)	
7	Rural Multi-subject HOUSSE	
8	Secondary Special Education Multi-subject HOUSSE	
X	Not a teacher or not a teacher with core content assignment or is a teacher teaching code 59.	

Job Description Codes

Code	Description	*Definition*
1	Superintendent	*Directs and coordinates activities concerned with administration of the school system in accordance with Board of Education standards. Also includes Chief administrators of REAAs.*
2	Assistant Superintendent	*Assists superintendent in district-wide administrative duties. Acts as chief administrator of district in superintendent's absence.*

3	Principal	Directs and coordinates educational, administrative, and counseling activities of primary or secondary school. Chief administrator of school.
4	Assistant Principal	Assists principal in school-wide administrative duties. Acts as chief administrator in principal's absence.
5	Director/Coordinator	General term for any person who is the head administrator of a program. Use for directors who are not described elsewhere in the job list.
6	Coordinator	General term for any person who facilitates activities between at least two groups, such as administrators and instructors, or community and school. Use this code for coordinators who are not described elsewhere in job list.
7	Consultant	Plans and coordinates educational policies for specific subject area or grade level. Develops programs for in-service education of teaching personnel. Confers with federal, state, and local school officials to develop curricula, and establish guidelines for educational programs.
8	Director, Personnel	Supervises and/or coordinates activities of compiling and maintaining personnel records.
9	Director, Maintenance/Facilities	Supervises and/or coordinates activities in keeping buildings and grounds in clean and orderly condition and in maintaining and repairing utility systems and physical structures of building.
10	Curriculum Specialist	Develops program curriculum and directs teaching personnel of school system in curriculum presentation. Confers with teaching and administrative staff to plan and develop curriculum to meet needs of students. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.
11	Counselor	Counsels students and may provide group educational and vocational guidance services. Assists students to understand and overcome social and emotional problems. Assists in educational and vocational planning.
12	Librarian/Media Specialist	Administers library and performs related library services. Includes selecting, acquiring, classifying, circulating, and maintaining library materials. Also furnishing reference bibliographical, and reader's advisory services.
13	Remedial Specialist	A certified teacher who acts as a resource consultant to classroom teachers in meeting the needs of students who are remedial in any educational area. May instruct students directly in the area of special needs apart from the regular classroom. Do not report non-certified aides here. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.
14	Head Teacher	Performs duties described under job class of teacher plus duties described under job class of principal, head administrator or educational director in a small or rural school where full-time administrative position is not supported. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. USE THE TEACHER ASSIGNMENT CODE OF 200 TO DENOTE THE FTE SPENT PERFORMING ADMINISTRATIVE DUTIES.
15	Teacher	Use for regular education teachers only. Use Job Code 21 for Special Education teachers and Job Code 31 for ESL (English as a Second Language) teachers. Instructs students in activities designed to promote intellectual, social and physical growth. Prepares outline for course of study, assigns and corrects assignments and tests. Records learning process. Maintains order in classroom. Discusses students' progress with parents. May sponsor extracurricular activities. General job description to cover all subjects and grade levels. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.
16	Visiting or Itinerant Teacher	Any instructor who works directly with students, but travels between different schools within the district. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.

17	Director Federal Programs	*Develops, implements and administers special and transitional programs. Prepares project applications, budgets, and reports. Directs program activities, orders materials, trains staff in program goals. Works with advisory committees and principals in program development and monitors program through on-site visits. Example programs include: Title I, Title II, etc.*
18	Manager	*A general term for any person who is responsible for directing and coordinating the activities of a program, usually having budget development responsibilities. May be responsible for the hiring and firing, performance evaluations, etc. of his/her employees. Use for managers who are not are described elsewhere in this job list.*
19	Finance Manager	*Administers financial business affairs of school district, including payroll, deposits, investments, etc. Keeps financial records and prepares annual financial report. This person would not have budget responsibilities and may report to a business manager.*
20	Nurse	*Certified registered nurse. Plan policies, standards, and objectives of school health program, in cooperation with medical authority and administrative school personnel. Participates in medical examinations, and reviews findings to evaluate health status of pupils and progress of program. Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children. Administers immunizations and maintains health records of students.*
21	Special Education Teacher	*Use for teachers employed as special education teachers. Teacher who provides instruction directly to special education students or who provides consultation services to teachers of special education students. Special education teachers providing instruction in core academic areas, even to alternate achievement standards, must be highly qualified in those areas and must indicate the appropriate content/staff assignment code. Special education teachers providing consultation services to a highly qualified teacher will be considered highly qualified under IDEA if they hold a bachelor's degree, full state certification, and endorsement as a special education teacher. Consultation may include adapting curricula, using behavioral supports and interventions, or selecting appropriate accommodations. Special educators providing consultation could also assist students with study skills or organizational skills and reinforce instruction that the child has already received from a highly qualified teacher in that core academic subject. For special education teachers providing only consultative services to a core content teacher, use assignment code 59. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.*
22	Special Assistant to Superintendent	*Responsible for the assessment and evaluation of all programs, including student testing, in a large school district. Develops survey procedures, forms etc. to conduct assessment studies for any area or program of the school district. Evaluates survey data, writes reports, and makes recommendations of action to pursue based upon the evaluation.*
23	Supervisor	*A general term for any person who is responsible for directing the work, hiring, firing, writing performance evaluations, etc. of other employees. May also have responsibility for budget development, program coordination, etc. Use for supervisors who are not described elsewhere in this job list.*
24	Psychologist	*Investigates processes of learning and teaching and develops psychological principles and techniques applicable to educational problems to foster intellectual social, and emotional development of students.*
25	Psychometrist	*Administers, scores, and interprets intelligence, aptitude, achievement, and other psychological tests.*
26	Speech Therapist	*Specializes in diagnosis and treatment of speech and language problems, and engages in scientific study of human communication.*
27	Physical Therapist	*Plans and administers medically prescribed physical therapy treatment programs for patients to restore function, relieve pain and prevent disability following disease, injury, or loss of body part.*
28	Occupational Therapist	*Plans, organizes and conducts occupational therapy program to facilitate rehabilitation of mentally, physically or emotionally handicapped students.*

29	Audiologist	*Specializes in diagnostic evaluation of hearing, prevention, rehabilitative and rehabilitative services of auditory problems, and research related to hearing and attendant disorders.*
30	Recreational Therapist	*Assesses students, develop and carry out therapeutic interventions consistent with students' needs and interests to maintain the physical, mental, and emotional well-being of the student. Additionally, therapists observe and document student's participation, reactions, and progress.*
31	English as a Second Language Teacher	*Use for teachers employed as ESL teachers. Teacher who provides content instruction to students who are identified as limited English proficient (LEP) students or who provides support or instruction in acquiring the English language. ESL teachers teaching core academic content must be highly qualified and must provide the appropriate content assignment code. For ESL teachers providing only English language support or instruction, use assignment code 15 (ESL). YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.*
32	Bilingual/Bicultural Coordinator	*Supervises bilingual/bicultural center staff. Supervises use of program funds. Provides direction for principal in developing bilingual/bicultural programs. Express goals of program to parents of students and coordinates parent and community involvement in program. Assists in workshops for staff development, and coordinates the introduction of culturally relevant materials into the general curriculum.*
33	Orientation and Mobility Specialist	*Provides services to blind or visually impaired students to enable them to attain systematic orientation to and safe movement within their environments in school, home and community. These services include teaching students the following as appropriate: spatial and environmental concepts, use of the long cane, to understand and use remaining vision and distance low vision aides, and other concepts, techniques, and tools.*
34	Correspondence Program Coordinator	*Selects correspondence curriculum materials to meet the educational needs of remote students. Develops curriculum materials, visits students as needed to assist in completing course, corrects and evaluates progress, supervises other correspondence instructors and is responsible for the reporting requirements of the program.*
36	Student Affairs Coordinator	*Plans and arranges social, cultural, and recreational activities of various students groups.*
37	Director of Community Education	*Promotes volunteerism and involves community experts in offering a wide variety of programs and classes. Coordinates between districts and other community agencies, and organizes and maintains community involvement procedures. Develops annual plan of service for grant application, oversees Community Education program budget.*
38	Director, Special Education	*Formulates special education programs and policies for school or district relating to education and training of mentally and physically handicapped students.*
40	On-site Supervising Teacher (not to be used for correspondence teachers)	*Use for teachers whose primary responsibility involves supervision of a class of students receiving a distance delivered instruction or computer-based instruction (such as PLATO). Use Job Code 21 for Special Education teachers and Job Code 31 for ESL (English as a Second Language) teachers. Use job code 41 for Correspondence teachers. General job description to cover all subjects and grade levels. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.*
41	Correspondence Teacher	*Use for teachers who work with distance delivery students. Responsibilities include selecting materials to meet the educational needs of students, monitoring learning progress, and evaluating progress to make determination of grades. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.*
42	Director of Education, Elementary or Secondary	*Plans, develops and administers programs to provide educational opportunities for students. Develops and analyzes curriculum.*

45	Child Study Coordinator	*Coordinates placement of students in special education programs, administers programs and evaluates students' needs. Conducts conference with instructors, parents, and students to develop individualized study plans. Coordinates placement in proper program for students entering school or moving to another school.*
46	Computer Operator/Programmer	*Analyzes business procedures and problems to refine data and convert it to a programmable form for electronic data processing. Prepares programs for computer to process business, or other data, according to operating instructions.*
47	Public Information Coordinator	*Plans and conducts public relations programs designed to disseminate facts and information about district's activities or programs to the general public. May coordinate exchange of information between remote sites within the district.*
50	Administrative Assistant	*Aids superintendent in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control, and special management studies.*
51	Business Manager	*Administers business affairs of school district. Prepares operating budget, keeps financial records and prepares annual financial report.*
53	Other Professional	*Use for any professional employee whose duties are not described elsewhere in the job list.*
70	Staff Developer/Mentor Teacher	*Evaluates teaching techniques and recommends changes for improvements. Conducts workshops and conferences for teachers to study new classroom procedures, new instructional materials and other aids to teaching. Assists in recruitment and in-service training of teachers. Works with teachers to improve classroom-teaching skills but does not directly teach in classroom.*
71	Director of Vocational Education	*Oversees the development, updating and renovating of courses which provide students with instruction in vocational areas and skills. Coordinates advisory committee and community involvement in program, oversees purchase of materials, works with principals and vocational education instructors in meeting program goals, acts as liaison with counseling and special service workers to provide services to vocational program students with special needs, prepares state and federal reports, program budget, etc.*
72	Director of Curriculum	*Develops program curriculum and directs teaching personnel of school system in curriculum presentation. Confers with teaching and administrative staff to plan and develop curriculum to meet needs of students.*
73	Social Worker	

Not HQT Corrective

Code	Description	Definition
1	Major OR Equivalent in Academic Area	
2	PRAXIS II or other content area exam	
3	Advanced Degree in Academic Area	
4	HOUSSE (includes elementary national board certification)	
5	Designated HQ by another state	
6	National Board Certification in Academic Area (secondary)	
7	Rural Multi-subject HOUSSE	
8	Secondary Special Education Multi-subject HOUSSE	
9	On-site Supervising teacher for distance-delivered or computer-based instruction	
10	Not Certifeid or in Process of Renewing Certificate	
X	Not a teacher or not a teacher with a core content assignment or teacher is HQ.	

Not HQT Reason

Code	Description	Definition
1	Elementary general education teacher	Elementary general education teacher with a valid Alaska teaching certificate who has not been designated as highly qualified by passing a content area exam nor has demonstrated content area competency through HOUSSE.
2	Elementary Special Education teacher	Elementary Special Education teacher teaching core area assignment (not 59-consultative) with a valid Alaska teaching certificate who has not been designated as highly qualified in the core content area by passing a content area exam nor has demonstrated content area competency through HOUSSE.
3	Elementary teacher	Elementary teacher who does not hold a valid Alaska teaching certificate (and is not in an approved alternative route program).
4	Secondary general education teacher	Secondary general education teacher with a valid Alaska teaching certificate who has not been designated as highly qualified in the content area by one of the methods listed under Highly Qualified Method.
5	Secondary Special Education teacher	Secondary Special Education teacher teaching core area assignment (not 59-consultative) with a valid Alaska teaching certificate who has not been designated as highly qualified in the content area by one of the methods listed under Highly Qualified Method.
6	Secondary teacher	Secondary teacher who does not hold a valid Alaska teaching certificate (and is not in an approved alternative route program).
7	On-site Supervising teacher	On-site Supervising teacher for distance delivered or computer-based instruction who primarily provides supervision (NOT FOR USE WITH CORRESPONDENCE TEACHERS).
8	Secondary SPED teacher	Secondary SPED teacher teaching to Alternate Standard with a valid Alaska teaching certificate who has not been designated as highly qualified in the core content area by passing a content area exam.
10	Elementary World Language Specialist	Elementary World Language Specialist teacher with a valid Alaska teaching certificate who has not been designated as highly qualified in the content area by one of the methods listed under Highly Qualified Method.
X	Not a teacher or is Hightly Qualified	Not a teacher or not a teacher with a core content assignment or teacher is HQ.

Race or Ethnicity

Code	Description	Definition
1	White (Caucasian)	*A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*
2	African American	*A person having origins in any of the black racial groups of Africa.*
3	Hispanic	*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*
4	Asian	*A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, For example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.*
5	American Indian	*A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students.*
6	Alaska Native	*A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors.*
7	Two or More Races	*A student who primarily identifies their ethnic heritage with more than one subgroup.*
8	Native Hawaiian or Pacific Islander	*A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*

Teacher Assignment Code

Code	Description	Definition
0	Not a Teacher	
1	Natural Resources	*Natural Resources (Voc. Ed.) includes fisheries, marine science, mining, forestry, agriculture…*
2	Anthropology	*Anthropology*
3	Art	*Art*
4	Bilingual/Bicultural	*Bilingual/Bicultural*
5	Biology	*Biology*
6	Business Education:	*Business Education: includes office practices, computer applications…*
7	Chemistry	*Chemistry*
8	Theater	*Theater*
9	Information Technology Services	*Information Technology Services (Voc. Ed.) includes: CISCO, A+, Computer repair…*
10	Driver Education	*Driver Education*
11	Earth Science	*Earth Science*
12	Economics	*Economics*
14	English	*English*
15	English as a Second Language	*English as a Second Language (language instruction or support)*
16	French	*French*

17	Spanish	*Spanish*
18	German	*German*
19	Other World Language	*Other World Language*
20	General Science	*General Science*
21	Geography	*Geography*
22	Geology	*Geology*
23	Advanced Science	*Advanced Science*
24	Media & Graphic Arts	*Media & Graphic Arts (Voc. Ed) includes photography, web design, desktop publishing…*
25	Health	*Health*
26	Family & Consumer Science	*Family & Consumer Science: includes home economics, culinary arts, child dev…*
27	History	*History*
28	Life Science	*Life Science*
29	Industrial & Engineering Technology	*Industrial & Engineering Technology (Voc. Ed.) includes: woods/metals shop*
30	Career Exploration	*Career Exploration*
32	Library	*Library*
34	Music	*Music*
35	Physical Education	*Physical Education*
36	Physical Science	*Physical Science*
37	Political Science/Civics	*Political Science/Civics*
38	Physics	*Physics*
41	Reading	*Reading*
45	Writing	*Writing*
46	Social Studies	*Social Studies*
47	Speech	*Speech*
49	Alaska History	*Alaska History*
52	Band	*Band*
55	Work Based Learning Coordinator	*Work Based Learning Coordinator: includes Co-op, on the job training*
57	Adaptive Physical Education	*Adaptive Physical Education*
59	Special Education consultative services	*Special Education consultative services(requires IDEA HQ reporting)*
60	Tutor (resource only)	*Tutor (resource only)*
63	Language Arts	*Language Arts*
64	Outdoor Education	*Outdoor Education*
68	Health Occupations	*Health Occupations (Voc. Ed.)*
98	Early Childhood Special Education	*Early Childhood Special Education (requires HQ if grade beyond PK)*

99	Pre-Elementary	*Pre-Elementary*
100	Kindergarten	*Kindergarten*
101	Grade 1	*Grade 1*
102	Grade 2	*Grade 2*
103	Grade 3	*Grade 3*
104	Grade 4	*Grade 4*
105	Grade 5	*Grade 5*
106	Grade 6	*Grade 6*
107	Grade 7**(only teachers teaching all subjects)	*Grade 7**(only teachers teaching all subjects)*
108	Grade 8**(only teachers teaching all subjects)	*Grade 8**(only teachers teaching all subjects)*
112	Native Alaskan Language	*Native Alaskan Language*
113	Multi-Grade Elementary (grades preK-6 only)	*Multi-Grade Elementary (grades preK-6 only)*
160	ROTC (Voc. Ed.)	*ROTC (Voc. Ed.)*
170	Gifted/Talented (resource only)	*Gifted/Talented (resource only)*
171	Transportation	*Transportation: includes auto, aviation and small engines. *￼*
172	Remedial Skills	*Remedial Skills*
173	Japanese	*Japanese*
174	Russian	*Russian*
175	Chinese	*Chinese*
176	Dance	*Dance*
177	Latin	*Latin*
178	Intro to Computers	*Intro to Computers*
189	Alaskan Studies	*Alaskan Studies*
190	American History	*American History*
191	World History	*World History*
192	Sociology	*Sociology*
193	Psychology	*Psychology*
194	Alaska Native Arts	*Alaska Native Arts*
195	Literature	*Literature*
199	Yearbook	*Yearbook*
200	Head Teacher Admin. Duties	*Head Teacher Admin. Duties*
201	General Math (Grades 6-8)	*General Math (Grades 6-8)*
202	Pre-algebra	*Pre-algebra*
203	Algebra I	*Algebra I*

204	Algebra II	*Algebra II*
205	Geometry	*Geometry*
206	Pre-calculus	*Pre-calculus*
207	Calculus	*Calculus*
208	Calculus Advanced Placement	*Calculus Advanced Placement*
209	Advanced Math other than those listed	*Advanced Math other than those listed*
210	Basic Math (Grades 9-12)	*Basic Math (Grades 9-12)*
211	Integrated Math	*Integrated Math*
301	Elementary Math Specialist (K-6)	*Elementary Math Specialist (K-6)*
302	Elementary Language Arts Specialist (K-6)	*Elementary Language Arts Specialist (K-6)*
303	Elementary Science Specialist (K-6)	*Elementary Science Specialist (K-6)*
304	Elementary Social Studies Specialist (K-6)	*Elementary Social Studies Specialist (K-6)*
305	Elementary Reading Specialist	*Elementary Reading Specialist*
306	Elementary Music Specialist	*Elementary Music Specialist*
307	Elementary Art Specialist	*Elementary Art Specialist*
308	Elementary Foreign Language Specialist (K-6)	*Elementary Foreign Language Specialist (K-6)*
309	American Sign Language	*American Sign Language*
310	Student Aide	*Student Aide*
900	Special Education – taught to alternate standards	*Special Education – taught to alternate standards*

Yes No

Code	Description	*Definition*
Y	Yes	
N	No	

Yes-No-NA

Code	Description	*Definition*
Y	Yes	
N	No	
X	Not applicable	

Data Validation Rules Details Fall Certificated Staff Accounting

Rule ID	Rule			Description	Business Logic	Official Message	Detail Message	Effective
Severity	Applies to:	Sect	#	Item Name				Expiration

9000	**Required Field Missing**		One or more required fields is missing		Missing required field	The record is missing required field {1}	8/11/2009
Error	1	1	District Number				
	1	2	School Number				
	1	3	Last Name				
	1	4	First Name				
	1	6	SSN				
	1	8	Birth Date				
	1	9	Gender				
	1	10	Race				
	1	11	Highest Degree				
	1	12	Limited Certificate				
	1	13	ESL Teacher Endorsement				
	1	14	SPED Teacher Endorsement				
	1	15	Salary				
	1	16	Years of Experience				
	1	17	Job Code				
	1	18	Same Job				
	1	20	New To District				
	1	21	New to State				
	1	22	New to Profession				
	1	23	Long Term Substitute				
	1	24	Assignment Code				
	1	25	Number of Classes				
	1	26	Highly Qualified				
	1	27	Highly Qualified Method				
	1	28	Not Highly Qualified Reason				
	1	29	Not Highly Qualified Plan				
	1	30	Hired for SPED				
	1	33	FTE				
	1	34	Federally Funded FTE				
	1	35	Year				

9001	**FieldValue too Long**	Field Exceeds Maximum Length		Field Exceeds Maximum Length	The field {0} exceeds its maximum length of {1} characters	8/11/2009
Error	1	3	Last Name			
	1	4	First Name			
	1	5	Middle Name			
	1	16	Years of Experience			
	1	25	Number of Classes			

9100	**Bad District Number**		The reported district number is not in the list of valid districts. This is based on a view against Rolodex.dbo.districts	Invalid District Number	The District ID {1} is not a valid Number	8/11/2009
Error	1	1	District Number			

9101	**Bad School Number**		The reported school number is not in the list of valid schools This is based on a view against Rolodex.dbo.schools	Invalid School Number	The school number{1} is not a valid school number	8/11/2009
Error	1	2	School Number			

9201	**Invalid Gender**			Invalid Gender	The Gender must be M or F	8/11/2009
Error	1	9	Gender			

9202	**Invalid Race**			Invalid Race	The value for Race must be one of the options in the Race or Ethnicity option set	8/11/2009
Error	1	10	Race			

9203	**Invalid Highest Degree**			Invalid Highest Degree	The value for Highest Degree must be one of the options in the Education Degree option set	8/11/2009
Error	1	11	Highest Degree			

9204	**Invalid Limited Certificate**			Invalid Limited Certificate	The value for Limited Certificate must be Y, N or X	9/18/2009
Error	1	12	Limited Certificate			

9205	**Invalid ESL Endorsement**	Invalid ESL Teacher Endorsement		Invalid ESL Teacher Endorsement	The value for ESL Teacher Endorsement must be one of the options in the ESL Endorsement Category option set	8/11/2009
Error		1	13	ESL Teacher Endorsement		

9206	**Invalid SPED Endorsement**	Invalid SPED Teacher Endorsement		Invalid SPED Teacher Endorsement	The value for SPED Teacher Endorsement must be Y, N or X if not applicable	8/11/2009
Error		1	14	SPED Teacher Endorsement		

9207	**Invalid Job Code**	Invalid Job Code		Invalid Job Code	The value for Job Code must be one of the options in the Job Description Codes option set	8/11/2009
Error		1	17	Job Code		

9208	**Invalid Same Job**	Invalid Same Job		Invalid Same Job	The value for Same Job must be Y or N	8/11/2009
Error		1	18	Same Job		

9209	**Invalid New to District**	Invalid New to District		Invalid New to District	The value for New to District must be Y or N	8/11/2009
Error		1	20	New To District		

9210	**Invalid New to State**	Invalid New to State		Invalid New to State	The value for New to State must be Y or N	8/11/2009
Error		1	21	New to State		

9211	**Invalid New to Profession**	Invalid New to Profession		Invalid New to Profession	The value for New to Profession must be Y or N	8/11/2009
Error		1	22	New to Profession		

9212	**Invalid Long Term Sub**	Invalid Long Term Substitute		Invalid Long Term Substitute	The value for Long Term Substitute must be Y, N or X if not applicable	8/11/2009
Error		1	23	Long Term Substitute		

9213	**Invalid Assignment Code**	Invalid Assignment Code	Invalid Assignment Code	The value for Assignment Code must be one of the options in the Assignment Codes option set	8/11/2009
Error	1	24	Assignment Code		

9214	**Invalid Highly Qualified**	Invalid Highly Qualified	Invalid Highly Qualified	The value for Highly Qualified must be Y, N or X if not applicable	8/11/2009
Error	1	26	Highly Qualified		

9215	**Invalid HQ Method**	Invalid Highly Qualified Method	Invalid Highly Qualified Method	The value for Highly Qualified Method must be one of the options in the HQT Method option set	8/11/2009
Error	1	27	Highly Qualified Method		

9216	**Invalid Not HQ Reason**	Invalid Not Highly Qualified Reason	Invalid Not Highly Qualified Reason	The value for Not Highly Qualified Reason must be one of the options in the Not HQT Reason option set	8/11/2009
Error	1	28	Not Highly Qualified Reason		

9217	**Invalid Not HQ Plan**	Invalid Not Highly Qualified Plan	Invalid Not Highly Qualified Plan	The value for Not Highly Qualified Plan must be one of the options in the Not HQT Corrective option set	8/11/2009
Error	1	29	Not Highly Qualified Plan		

9218	**Invalid Hired for SPED**	Invalid Hired for SPED	Invalid Hired for SPED	The value for Hired for SPED must be Y, N or X if not applicable	8/11/2009
Error	1	30	Hired for SPED		

9219	**Invalid Lowest Grade**	Invalid Lowest Grade	Invalid Lowest Grade	The value for Lowest Grade must be one of the options in the Grade Level Taught option set	8/11/2009
Error	1	31	Lowest Grade		

9220	**Invalid Highest Grade**	Invalid Highest Grade	Invalid Highest Grade	The value for Highest Grade must be one of the options in the Grade Level Taught option set	8/11/2009
Error	1	32	Highest Grade		

9221	**Invalid Federal FTE Source**	Invalid Federally Funded FTE Source		Invalid Federally Funded FTE	The value for Federally Funded FTE must be one of the options in the Federal Program Source option set	9/7/2009
Error		1	34	Federally Funded FTE		

9222	**Invalid Fiscal Year**	Invalid Current Fiscal Year		Invalid Fiscal Year	The value for Fiscal Year must be "2016"	8/11/2009
Error		1	35	Year		

9301	**Not Certified**	Staff member not Certified	This rule applies to Teachers only (Job Codes 13, 14, 15, 16, 21, 31, 40, 41).	Staff member not Certified or certificate has expired	The SSN submitted could not be found in the Teacher Certification records or was found, but the certificate is expired	9/15/2012
Warning		1	6	SSN		
		1	17	Job Code		

9401	**Invalid Name**	Invalid Name		The first, middle, and last name can contain only alphabetic characters, apostrophe, space, or hyphen	The {0} ({1}) contains one or more characters other than alphabetic characters, apostrophe, space, or hyphen.	8/11/2009
Warning		1	3	Last Name		
		1	4	First Name		
		1	5	Middle Name		

9402	**Invalid Date Format**	Invalid Date Format	Store four digit year in the database.	Invalid Date Format	The value for {0} is not a valid date. Use MM/DD/YY or MM/DD/YYYY.	8/11/2009
Error		1	8	Birth Date		
		1	19	Date of Hire		

9403	**Salary format invalid**	Salary must be whole number between 1,000 and 300,000		Salary format is invalid	Salary must be a whole number between 1,000 and 300,000	9/8/2009
Error		1	15	Salary		

9404	**Invalid Experience Format**	Years of Experience format is invalid		The Years of Experience must be a number between 0 and 99	Years of Experience must be a number bewteen 0 and 99	8/11/2009
Error		1	16	Years of Experience		

9405	**Invalid Number of Classes**	Number of Classes should be a whole number		Number of Classes should be a whole number	Number of Classes should be a whole number	8/11/2009
Error		1	25	Number of Classes		

9406	**Invalid FTE Format**	Check that FTE is reported in whole numbers				9/7/2009
Error		1	33	FTE		

9407	**Invalid SSN format**	Invalid SSN Format		Invalid SSN Format	The format of the Social Security Number should be 999999999.	10/15/2009
Error		1	6	SSN		

9408	**Alaska Teacher identifier should be a 6-digit number**			Alaska Teacher identifier should be a 6-digit number		8/22/2012
Error		1	7	Alaska Teacher Identification Number		

9501	**User cannot submit data for this district**	User cannot submit data for this district	User cannot submit data for this district	User cannot submit data for this district	User cannot submit data for this district	10/5/2009
Error		1	1	District Number		

9502	**no teachers at school**	No Teacher assigned to School	schools are those with last four digits of School number <> "0000"	No Teacher assigned to School	No teacher (job code in 13,14,15,16,21,31,40,or 41) has been assigned to school {1}	8/11/2009
Error		1	2	School Number		
		1	17	Job Code		

9503	**No principal at school**	No Principal or Head Teacher at a school		No Principal or Head Teacher at school	At least one principal (Job code =3) or head teacher (Job code = 14) should be assigned to each school. {1} does not have one	8/11/2009
Warning		1	2	School Number		
		1	17	Job Code		

9504	**No Superintendent**	No Superintendent		No Superintendent	Every District should have at least one superintendent (Job Code = 1) assigned	8/11/2009
Warning		1	17	Job Code		

| 9505 | **Inconsistent Head Teacher** | Check for Job Code 14 consistency between records | All assignments for head teacher should have job code 14 -- warning if mix of job code 14 and others for same school | Inconsistent Head Teacher | If mix of JobCode 14 and 15 (in a school) all JobCode 15 should be 14 | 9/7/2009 |

Warning			
	1	2	School Number
	1	6	SSN
	1	17	Job Code

| 9506 | **Head Teacher without admin duties** | Head teacher (Job code 14) without admin duties FTE (assignment 200) | Person assigned with Job Code 14 (Head Teacher) should have one assignment with Assignment code 200 | Head Teacher without Administrative FTE | A Header Teacher should have one assignment with Administrative Duties (Assignment 200) | 9/7/2009 |

Warning			
	1	6	SSN
	1	17	Job Code
	1	24	Assignment Code

| 9507 | **Number of Classes - Elem Grade Level Mismatch** | If Assignment = 99-108 then the sum of NumberOfClasses should be less than 3 per Assignment | | If Assignment = 99-108 then the sum of NumberOfClasses should be less than 3 per Assignment | | 10/5/2009 |

Warning			
	1	6	SSN
	1	24	Assignment Code
	1	25	Number of Classes

| 9508 | **Inconsistent Salary** | | | Inconsistent Salary | Salary should be consistent across all records with the same SSN. | 10/15/2009 |

Error			
	1	6	SSN
	1	15	Salary

| 9509 | **Number of Classes - Sec Grade Level Mismatch** | If Assignment is not 99-108 then the sum of NumberOfClasses should be <= 10 per Assignment | | If Assignment is not 99-108 then the sum of NumberOfClasses should be <= 10 per Assignment | | 10/5/2009 |

Warning			
	1	6	SSN
	1	24	Assignment Code
	1	25	Number of Classes

9701	**School District Mismatch**	School not in District		School not in District	The school number {1} is not a school in the district with district number {2}	8/11/2009

Error

	1	1	District Number
	1	2	School Number

9702	**Limited Certificate - Job Code Mismatch**	Limited Certificate is required Y or N when Teacher Job Code in (13,14,15,16,21,31, 40, or 41); X otherwise		Limited Certificate - Job Code Mismatch	Limited Certificate must be Y or N when Job Code is in (13,14,15,16,21,31, 40, or 41); X otherwise	8/17/2009

Error

	1	12	Limited Certificate
	1	17	Job Code

9703	**ESL Certificate- Job Mismatch**	ESL Teacher Endorsement must be numeric when Job Code = 31 or Assignment Code = 15; X otherwise		ESL Endorsement - Job Mismatch	ESL Teacher Endorsement must be numeric when Job Code = 31 or Assignment Code = 15; X otherwise	8/17/2009

Error

	1	13	ESL Teacher Endorsement
	1	17	Job Code
	1	24	Assignment Code

9704	**Experience - New to Profession mismatch**	Years of Experience - New to Profession Mismatch		Years of Experience must be 0 if New to Profession, otherwise > 0	Years of Experience must be 0 if New to Profession is Y and must be >0 if New to Profession = N	8/11/2009

Error

	1	16	Years of Experience
	1	22	New to Profession

9705	**Same Job - Experience mismatch**	Same Job - Years of Experience Mismatch		Same Job - Years of Experience Mismatch	Years of Experience must be >0 if Same Job = Y	9/18/2009

Error

	1	16	Years of Experience
	1	18	Same Job

9706	**Same Job - New to Profession Mismatch**	Same Job - New to Profession Mismatch		Same Job - New to Profession Mismatch	If New to Profession = Y then Same Job must be N; if Same Job = Y then New to Profession must be N	8/11/2009

Error

	1	18	Same Job
	1	22	New to Profession

9707	**Same Job - New to State Mismatch**	Same Job - New to State Mismatch		Same Job - New to State Mismatch	If New to State = Y then Same Job must be N; if Same Job = Y then New to State must be N	8/11/2009
Error		1	18	Same Job		
		1	21	New to State		

9708	**Same Job - New to District Mismatch**	Same Job - New to District Mismatch		Same Job - New to District Mismatch	If New to District = Y then Same Job must be N; if Same Job = Y then New to District must be N	8/11/2009
Error		1	18	Same Job		
		1	20	New To District		

9709	**New to State-New to District Mismatch**	New to State-New to District Mismatch		New to State-New to District Mismatch	If New to District = N then New to State must be N; if new to State = Y then New to District must be Y	8/11/2009
Error		1	20	New To District		
		1	21	New to State		

9710	**Missing Assignment**	Missing Assignment Code	If Job Code in (10, 13,14,15,16,21,31,40 or 41) then Assignment Code must be non-zero	Missing Assignment Code	Non Zero Assignment code required when Job Code is {1}	8/11/2009
Error		1	17	Job Code		
		1	24	Assignment Code		

9711	**Assignment for Non-teacher**	Assignment Code must be 0 for non-Teachers	assignment code must be 0 when Job code is other than (10,13,14,15,16,21,31,40, or 41)	Assignment Code must be 0 for non-Teachers	Assignment code must be zero when Job code is {1}	8/11/2009
Error		1	17	Job Code		
		1	24	Assignment Code		

9712	**Long Term Substitute - Teacher mismatch**	Long Term Substitute - Teacher mismatch	Long Term Substitute must be Y or N if Job Code in (13,14,15,16,21,31,40,41); x otherwise	Long Term Substitute - Teacher mismatch	Long Term Substitute must be (Y or N | X) when Job code is {1}	8/11/2009
Error		1	17	Job Code		
		1	23	Long Term Substitute		

9713	**special education teacher**	Job code 21 when assigned 57,59,98,0r 900	Must be Special Education Teacher if assigned 57,59,98,or 900		9/16/2009
Error					
	1	17	Job Code		
	1	24	Assignment Code		

9715	**ESL job assignment consistency**	job Code must be 31 if assigned 15	Job Code must be 31 if assignment code is ESL (15)		8/11/2009
Error					
	1	17	Job Code		
	1	24	Assignment Code		

9716	**lowest grade - elementary mismatch**	If Lowest Grade > 6 then Assignment cannot be 113	If Lowest Grade > 6 then Assignment cannot be 113		8/11/2009
Error					
	1	24	Assignment Code		
	1	31	Lowest Grade		

9717	**elementary grades appropriate**	If Assignment = 113 (multi grade elementary) then then highest grade must be <= Grade 6	If Assignment = 113 (multi grade elementary) then highest grade must be <= Grade 6		8/11/2009
Error					
	1	24	Assignment Code		
	1	32	Highest Grade		

9718	**general math grades**	If Assignment Code = 201 (General math) then grade levels in 6-8	If Assignment Code = 201 (General math) then grade levels in 6-8		8/11/2009
Error					
	1	24	Assignment Code		
	1	31	Lowest Grade		
	1	32	Highest Grade		

9719	**Basic math grades**	If Assignment Code = 210 (Basic math) then grade level in 9-12)	If Assignment Code = 210 (Basic math) then grade level in 9-12)		8/11/2009
Error					
	1	24	Assignment Code		
	1	31	Lowest Grade		

9721	**Excessive Number of classes**	The Number of classes should be less than 10	The Number of classes should be less than 10	The Number of classes should be less than 10	8/11/2009
Warning					
	1	25	Number of Classes		

9722	**highly qualified assignment mismatch**	Highly qualified must be Y or N for HQ Assignments; X otherwise	If Job Code in (13, 14,15,16,21,31 40 or 41) and Assignment code in "Assignments requiring HQT" option set [except job code 21 with assignment 98], then Highly qualified must be Y or N; Highly qualified must be X in all other combinations	JobCode - Assignment - HighlyQualified mismatch	For teachers, HighlyQualified must be Y or N for HQ Assignments; X otherwise.	8/11/2009
Error		1	17	Job Code		
		1	24	Assignment Code		
		1	26	Highly Qualified		

9724	**hqt method missing**	If Highly Qualified = Y then Highly qualified method must not be 'X'		If Highly Qualified = Y then Highly qualified method must not be 'X'		8/11/2009
Error		1	26	Highly Qualified		
		1	27	Highly Qualified Method		

9725	**HQT Method unnecessary**	HQT Method should be 'X'	HQT Method should be 'X' if: Job code not in (13,14,15,16,21,31,40,or 41) OR Assignment not in "Assignment requiring HQT" OR Job code 21 and assignment = 59 OR Highly Qualified = 'N'	HQT Method should be 'X'	HQT Method should be 'X' for {0}	10/5/2009
Error		1	17	Job Code		
		1	24	Assignment Code		
		1	26	Highly Qualified		
		1	27	Highly Qualified Method		

9726	**Highly Qualified - Not HQ Reason Mismatch**	Highly Qualified - Not HQ Reason Mismatch	If Highly Qualified = Y then Not HQT Reason should be 'X'; If Highly Qualified = N then Not Highly Qualified Reason should be valid number from option set	Highly Qualified - Not HQ Reason Mismatch	If HighlyQualified = Y then NotHQReason should be X; if HighlyQualified = N then NotHQReason should be 1, 2, 3, 4, 5, 6, 7, 8, or 10.	8/11/2009
Error		1	26	Highly Qualified		
		1	28	Not Highly Qualified Reason		

9727	**Invalid SPED Not HQ Reason**		Invalid SPED Not HQ Reason	If Job Code = 21 and Assignment = 900, then Not HQ Reason can only be 2 ,5, or 8	Invalid SPED Not HQ Reason	If JobCode = 21, Assignment = 900, and HighlyQualified = N, then NotHQReason must be 2, 5, or 8.	9/16/2009
Error		1	17	Job Code			
		1	24	Assignment Code			
		1	28	Not Highly Qualified Reason			
9728	**supervising teacher**		Not HQT Reason 7 can only be used with Job code 40		Not HQT Reason 7 can only be used with Job code 40		8/11/2009
Error		1	17	Job Code			
		1	28	Not Highly Qualified Reason			
9729	**Inconsistent Years of Experience**		Check that Years of Experience in the same job is one year more than last year	based on Job code for the individual, verify that this year's [Years of Experience] is just one more than last year's if the record exists for last year.	Inconsistent Years of Experience	Last year's Years of Experience for Job Code {1} was {2}. This should be 1 less than what is currently reported.	10/5/2009
Warning		1	6	SSN			
		1	16	Years of Experience			
		1	17	Job Code			
9730	**Core Teacher at DO**		Check that a core content teacher is not assigned to a district office	verify the last four digits of the school number are not 0000. Core content determined from assignment table	Core content teacher at District Office	Core content teachers cannot be assigned to the District Office	9/7/2009
Error		1	2	School Number			
		1	24	Assignment Code			
9732	**Core Assignment Crosses Grade Bands**		Core Teaching Assignments must be split when cross grade bands (Elementary and Secondary)		Core Assignment Crosses Grade Bands	Core Teaching Assignments must be split when cross grade bands (Elementary and Secondary)	9/2/2010
Error		1	24	Assignment Code			
		1	31	Lowest Grade			
		1	32	Highest Grade			

9733	**Secondary Assignment Code - Grade Level mismatch**	Check that secondary Teacher Assignment Codes are not reported with elementary grades (except for assignments that can be both)	Use Assignment Codes table and Grade level field to determine Secondary Assignment	Secondary Assignment Code - Grade Level mismatch		9/7/2009
Error		1	24	Assignment Code		
		1	31	Lowest Grade		
		1	32	Highest Grade		

9734	**Elementary Assignment Code - Grade Level mismatch**	Check that elementary Teacher Assignment Codes are not reported with secondary grades (except for assignments that can be both)	Use Assignment Codes table and Grade level field to determine Elementary Assignment	Elementary Assignment Code - Grade Level mismatch		9/7/2009
Error		1	24	Assignment Code		
		1	31	Lowest Grade		
		1	32	Highest Grade		

9735	**SPED Assignment-Job Code Mismatch**	Check that 59-Consultative SPED or 98-Early Childhood teaching assignments are associated with 21-SPED Teacher job code		SPED Assignment-Job Code Mismatch		9/7/2009
Error		1	17	Job Code		
		1	24	Assignment Code		

9736	**Early Childhood - Grade Level Mismatch**	Check that 98-Early Childhood teaching assignment is associated with the appropriate highest grade taught	If Assignment code = 98 then Highest Grade Level must be <=3	Early Childhood - Grade Level Mismatch		9/7/2009
Error		1	24	Assignment Code		
		1	32	Highest Grade		

9738	**Classes for non-Teacher**	Check for Number of Classes Taught > 0 and Job Code <> 13, 14, 15, 16, 21, 31, 40 or 41		Non-Teacher with Classes	Only teaching assignments can have a Number of Classes greater than zero	10/5/2009
Error		1	17	Job Code		
		1	25	Number of Classes		

9740	**NHQ Reason when not needed**	NHQ Reason should be X for a non-core class, non-teacher or teacher with HQ = Y		NHQ Reason provided when not needed		9/7/2009
Error		1	17	Job Code		
		1	24	Assignment Code		
		1	26	Highly Qualified		
		1	28	Not Highly Qualified Reason		

9741	**NHQ Reason - Assigned Grade mismatch**	Check that NHQ Reason codes are consistent with assignment grade levels.		NHQReason - Assignment Grade Band mismatch	If NHQReason = 1, 2, or 3 then Assignment must be elementary 'E' or 'B' (both elementary and secondary).	10/5/2009
Error		1	24	Assignment Code		
		1	28	Not Highly Qualified Reason		

9742	**NHQ Reason - SPED Job Mismatch**	Check if Job code is 21 (SPED teacher) and assignment code is 59 (consultative SPED), NHQ reason cannot be 2 or 5 (not valid reason code for consultative SPED teacher)		If JobCode = 21 and Assignment = 59, then NotHQReason cannot be 2 or 5		9/7/2009
Error		1	17	Job Code		
		1	24	Assignment Code		
		1	28	Not Highly Qualified Reason		

9743	**NHQ Plan when not needed**	NHQ Plan of Action should be X for a non-core class, non-teacher Job Code outside 13, 14, 15, 16, 21, 31, 40 or 41) or teacher with HQ = Y		NHQ Plan provided when not needed		9/7/2009
Error		1	17	Job Code		
		1	24	Assignment Code		
		1	26	Highly Qualified		
		1	29	Not Highly Qualified Plan		

9744	**NHQ Plan - Supervising Teacher Mismatch**	If reporting NHQ Plan of Action code 9, job code should also be 40 - on-site supervising teacher.		If NotHQPlan = 9 then JobCode must be 40		9/7/2009
Error		1	17	Job Code		
		1	29	Not Highly Qualified Plan		

9745	**Hired to Provide SPED - Job Code Mismatch**	Check that if Job Code is 11-counselor or 20-nurse or 24-Psychologist or 26-Speech Therapist or 27-Physical Therapist or 28-Occupational Therapist or 29-Audiologist or 30-Recreational Therapist, 33-Oreintation and Mobility Specialist, or 73 - Social Worker; then Hired to provide SPED Services is Y/N, all other employees should be X		JobCode - HiredForSPED mismatch	If JobCode is 11, 20, 24, 26, 27, 28, 29, 30, 33 or 73, then HiredForSPED must be Y/N. All other employees should be X.	9/7/2009
Error		1	17	Job Code		
		1	30	Hired for SPED		

9746	**Low - High Grade Inconsistency**	Check that Lowest Grade is lower than Highest Grade		Low Grade - High Grade Inconsistency	Highest grade must be >= Lowest grade	9/7/2009
Error		1	31	Lowest Grade		
		1	32	Highest Grade		

9747	**Low Grade not served in School**	Low Grade not served in School		Low Grade not served in School		9/7/2009
Error		1	2	School Number		
		1	31	Lowest Grade		

9748	**High Grade not served in School**	High Grade not served in School		High Grade not served in School		9/7/2009
Error		1	2	School Number		
		1	32	Highest Grade		

9749	**Secondary Number of Classes Anomaly**	Check for a secondary course taught with number of classes taught < 2 and FTE > 20 (warning)		Number of classes < 2 and FTE > 20		10/5/2009
Warning		1	24	Assignment Code		
		1	25	Number of Classes		
		1	33	FTE		

9750	**Sum of FTE exceeds 100%**	Check that sum of FTE < 101		Sum of FTE exceeds 100%	The sum of FTE for all the jobs for this individual exceeds 100.	9/18/2009
Error		1	6	SSN		
		1	33	FTE		

9751	**Lowest Grade Missing**	Lowest Grade is required when Job Code is in (3, 4, 10, 11, 13, 14, 15, 16, 21, 31, 40, or 41)		Lowest Grade Missing	Lowest Grade is required when Job Code is one of (3, 4, 10, 11, 13, 14, 15, 16, 21, 31, 40, or 41)	9/16/2009
Error		1	17	Job Code		
		1	31	Lowest Grade		

9752	**Highest Grade Missing**	Highest Grade is required when Job Code is one of (3, 4, 10, 11, 13, 14, 15, 16, 21, 31, 40, or 41)		Highest Grade Missing	Highest Grade is required when Job Code is one of (3, 4, 10, 11, 13, 14, 15, 16, 21, 31, 40, or 41)	9/16/2009
Error		1	17	Job Code		
		1	32	Highest Grade		

9753	**HQMethod mismatch**			HQMethod mismatch	If teacher JobCode is (13, 14, 15, 16, 21, 31, 40, or 41), Assignment is a core class, and HighlyQualified = Y, then HQMethod must be a number (1 - 8).	10/5/2009
Error		1	17	Job Code		
		1	24	Assignment Code		
		1	26	Highly Qualified		
		1	27	Highly Qualified Method		

9754	**NHQReason - Assignment mismatch**			NHQReason - Assignment mismatch	If NHQReason = 4, 5, or 6 then Assignment must be secondary 'S' or 'B' (both elementary and secondary).	10/5/2009
Error		1	24	Assignment Code		
		1	28	Not Highly Qualified Reason		

9755	**NotHQReason - JobCode - Assignment mismatch**			NotHQReason - JobCode - Assignment mismatch	If NotHQReason = 8 then JobCode must be 21 and Assignment must be 900.	10/15/2009
Error		1	17	Job Code		
		1	24	Assignment Code		
		1	28	Not Highly Qualified Reason		

9756	**NotHQReason - Assignment mismatch**			NotHQReason - Assignment mismatch	If NotHQReason = 10 then Assignment must be 19.	10/15/2009
Error		1	24	Assignment Code		
		1	28	Not Highly Qualified Reason		

9757	**HighlyQualified - NotHQPlan mismatch**			HighlyQualified - NotHQPlan mismatch	If HighlyQualified = Y or X then NotHQPlan must be X.	10/15/2009
Error		1	26	Highly Qualified		
		1	29	Not Highly Qualified Plan		

9758	**HighlyQualified - HQMethod mismatch**			HighlyQualified - HQMethod mismatch	If HighlyQualified = N or X then HQMethod must be X.	10/15/2009
Error		1	26	Highly Qualified		
		1	27	Highly Qualified Method		

9759	**HighlyQualified - NotHQPlan mismatch2**			HighlyQualified - NotHQPlan mismatch	If HighlyQualified = N then NotHQPlan must be 1-10.	10/15/2009
Error		1	26	Highly Qualified		
		1	29	Not Highly Qualified Plan		

9760	**HighlyQualified - NotHQReason mismatch**			HighlyQualified - NotHQReason mismatch	If HighlyQualified = X then NotHQReason must be X.	10/15/2009
Error		1	26	Highly Qualified		
		1	28	Not Highly Qualified Reason		

9761	**Assignment - HighlyQualified mismatch**			Assignment - HighlyQualified mismatch	If students receive core academic credit for this class then teacher is required to be HighlyQualified.	10/15/2009
Warning		1	24	Assignment Code		
		1	26	Highly Qualified		

9763	**Unnecessary SPED Endorsement**					Unnecessary SPED Endorsement	If JobCode is not 21 then SPEDEndorsement must be X.	10/15/2009
Error		1	14	SPED Teacher Endorsement				
		1	17	Job Code				

9764	**Invalid Self contained NumberOfClasses**					Invalid Self contained NumberOfClasses	If Assignment is in (301, 302, 303, 304, 305, 306, 307, 308, 113, 59) then NumberOfClasses should be 1.	10/15/2009
Error		1	24	Assignment Code				
		1	25	Number of Classes				

9765	**Assignment - HighlyQualified mismatch non-PK**					Assignment - HighlyQualified mismatch non-PK	JobCode = 21 and Assignment = 98 and LowestGrade is not PK and HighestGrade > PK, then HighlyQualified should be Y or N.	10/15/2009
Error		1	17	Job Code				
		1	24	Assignment Code				
		1	26	Highly Qualified				
		1	31	Lowest Grade				
		1	32	Highest Grade				

9766	**Invalid NumberOfClasses for Assignment**					Invalid NumberOfClasses for Assignment	If Assignment is not 0 then NumberOfClasses should not be 0, except if JobCode=10.	10/15/2009
Error		1	17	Job Code				
		1	24	Assignment Code				
		1	25	Number of Classes				

9767	**HireDate Missing**					HireDate Missing	HireDate is required when JobCode is in (10, 13, 14, 15, 16, 21, 31, 40, 41).	10/15/2009
Error		1	17	Job Code				
		1	19	Date of Hire				

9769	**SPED Endorsement – SPED Teacher Mismatch**					SPED Endorsement – SPED Teacher Mismatch	If Job Code = 21 then SPED Endorsement must be Y or N; X otherwise.	8/22/2012
Error		1	14	SPED Teacher Endorsement				
		1	17	Job Code				

9770	**Invalid Date of Hire**			Invalid Date of Hire	Date of Hire is > 12/1/2015	8/22/2012
Error	1	19	Date of Hire			

9771	**Assignment Code – Grade Mismatch**			Assignment Code – Grade Mismatch	If assign. code = 99 Low/High Grade should be PK If assign. code = 100 Low/High Grade should be KG If assign. code = 101 Low/High Grade should be 1 If assign. code = 102 Low/High Grade should be 2 If assign. code = 103 Low/High Grade should be 3 If assign. code = 104 Low/High Grade should be 4 If assign. code = 105 Low/High Grade should be 5 If assign. code = 106 Low/High Grade should be 6 If assign. code = 107 Low/High Grade should be 7 If assign. code = 108 Low/High Grade should be 8	8/22/2012
Error	1	24	Assignment Code			
	1	31	Lowest Grade			
	1	32	Highest Grade			

9772	**Inconsistent Entries for Employee Record**			Inconsistent Entries for Employee Record	If SSN found in more than one record, Last Name, First Name, MI, Alaska Teacher Identifier, Birth Date, Gender, Race, and Highest Degree should be the same for each record.	8/22/2012
Error	1	3	Last Name			
	1	4	First Name			
	1	5	Middle Name			
	1	6	SSN			
	1	7	Alaska Teacher Identification Number			
	1	8	Birth Date			
	1	9	Gender			
	1	10	Race			
	1	11	Highest Degree			

9773	**Assignment Code – Number of Classes Mismatch**	If Assignment is 99-106, NumberOfClasses must be 1.		If Assignment is 99-106, NumberOfClasses must be 1.	If Assignment is 99-106, NumberOfClasses must be 1.	8/5/2014
Error		1	24	Assignment Code		
		1	25	Number of Classes		

9774	**Teacher assigned to more than 2 Assignments between 99 and 106**	Teacher is assigned to more than 2 Assignments between 99 and 106. Use Multi-Grade Elementary assignment (113).		Teacher is assigned to more than 2 Assignments between 99 and 106. Use Multi-Grade Elementary assignment (113)	Teacher is assigned to more than 2 Assignments between 99 and 106. Use Multi-Grade Elementary assignment (113)	8/5/2014
Error		1	6	SSN		
		1	24	Assignment Code		

9777	**Job Code – Highly Qualified Reason Mismatch**	If JobCode = 21 and HighlyQualified = N, NotHQReason must be 2, 5, or 8.		If JobCode = 21 and HighlyQualified = N, NotHQReason must be 2, 5, or 8.	If JobCode = 21 and HighlyQualified = N, NotHQReason must be 2, 5, or 8.	8/5/2014
Error		1	17	Job Code		
		1	26	Highly Qualified		
		1	28	Not Highly Qualified Reason		

9778	**ATI does not match SSN**	The ATI provided does not match the SSN listed by Teacher Certification.		The ATI provided does not match the SSN listed by Teacher Certification.	The ATI provided does not match the SSN listed by Teacher Certification.	8/5/2014
Error		1	6	SSN		
		1	7	Alaska Teacher Identification Number		

9779	**SSN and ATI Missing**	SSN and ATI are both absent in Teacher Certification database.	This rule applies to Teachers only (Job Codes 13, 14, 15, 16, 21, 31, 40, 41)	Teacher with invalid SSN	The Alaska Department of Education & Early Development has no record of this teacher based on the SSN or ATI provided. Please contact the Teacher Certification office at (907) 465-2831 or tcwebmail@alaska.gov for assistance.	8/5/2014
Error		1	6	SSN		
		1	7	Alaska Teacher Identification Number		
		1	17	Job Code		

9780	**Found ATI in Teacher Certification Database**	Found ATI in Teacher Certification Database.	This rule applies to Teachers only (Job Codes 13, 14, 15, 16, 21, 31, 40, 41)	Found ATI in Teacher Certification Database.	Your CSV file contains a blank ATI for these teachers. SRM found ATI in the Teacher Certification database. You should copy ATI to your SIS.	8/20/2014
Warning		1	7	Alaska Teacher Identification Number		
		1	17	Job Code		

9781	**Teaching Certificate not Active**	Teacher does not hold an active teaching certificate.	For Job Codes 14, 15, 16, 21, 31, 40, and 41, teacher must have an active type T or type M Teaching Certificate.	Teacher does not hold an active teaching certificate.	For Job Codes 14, 15, 16, 21, 31, 40, and 41, teacher must have an active type T or type M Teaching Certificate.	8/22/2014
Warning		1	6	SSN		
		1	7	Alaska Teacher Identification Number		
		1	17	Job Code		

9782	**100% Staff Turnover-- New to District**	Your CSV file shows that all staff are New to District.		Your CSV file shows that all staff are New to District.	Your CSV file shows that all staff are New to District.	9/1/2015
Error		1	20	New To District		

9783	**100% Staff Turnover-- New to State**	Your CSV file shows that all staff are New to State.		Your CSV file shows that all staff are New to State.	Your CSV file shows that all staff are New to State.	9/1/2015
Error		1	21	New to State		

9784	**100% Staff Turnover-- New to Profession**	Your CSV file shows that all staff are New to Profession.		Your CSV file shows that all staff are New to Profession.	Your CSV file shows that all staff are New to Profession.	9/1/2015
Error		1	22	New to Profession		

9785	**Invalid SPED Endorsement Error**	SPED Teacher does not have a valid SPED endorsement.	If job code =21, and SPED Endorsement =Y, check Teacher Cert data to ensure teacher has a valid SPED endorsement, if No, then ERROR	SPED Teacher does not have a valid SPED endorsement.	SPED Teacher does not have a valid SPED endorsement.	9/1/2015
Error		1	6	SSN		
		1	14	SPED Teacher Endorsement		
		1	17	Job Code		

| 9786 | **Valid SPED Endorsement Error** | SPED Teacher has a valid SPED Endorsement. | If job code =21, and SPED Endorsement =N, check Teacher Cert to ensure teacher DOES NOT have a valid SPED endorsement, if Yes, then ERROR | SPED Teacher has a valid SPED Endorsement. | SPED Teacher has a valid SPED Endorsement. | 9/1/2015 |

Error

1	6	SSN
1	14	SPED Teacher Endorsement
1	17	Job Code